



WIC Farmers Market Nutrition Program (WIC FMNP)



WIC FMNP SECTION INDEX

	<u>Page</u>
Farmers Market Nutrition Program	3
General Policies	4
Receiving and Posting WIC FMNP FIs.....	5
Issuing WIC FMNP FIs.....	8
Posting WIC Issued FMNP FIs.....	9
Voiding WIC FMNP FIs	14
Lost, Stolen, Damaged or Destroyed WIC FMNP FIs.....	14
Voiding Issued WIC FMNP FIs in the System.....	15
Tips.....	18

FARMERS MARKET NUTRITION PROGRAM (FMNP)

The WIC Farmers Market Nutrition Program (FMNP) provides participants in the WIC Program with preprinted food instruments (FIs) to purchase fresh fruits and vegetables and fresh cut cooking herbs at local farmers markets. WIC participants receive the nutritional benefits of fresh fruits and vegetables in addition to the regular WIC food package. The local farmers are reimbursed for the face value of the food instruments which enhances their earnings and supports their participation in the farmers markets.

WIC FMNP preprinted FIs are allocated to Local Agencies approved by the Department for Public Health. A one time issuance of WIC FMNP FIs is provided to WIC Program validly certified women and children and infants that will turn one year of age by September 30. See the WIC Section in the Public Health Practice Reference for certification procedures for the WIC Program. The face value of the WIC FMNP FIs could differ from year to year depending on the amount of funding for the Program.

WIC FMNP preprinted FIs are normally issued in the spring and summer months until the agency/site does not have any more WIC FMNP FIs. WIC FMNP FIs are valid at authorized farmers markets until the last day to use on the WIC FMNP FI. If the purchase is less than the face value of the WIC FMNP FI, the farmer makes up the difference in produce. If the purchase is more than the amount of the participant's food instruments, the participant may pay the difference or elect to reduce the amount of produce selected. No change can be returned to the WIC FMNP participants.

GENERAL POLICIES

1. The allocation for WIC FMNP is determined by the Department for Public Health and will be entered into the portal by Nutrition Services personnel. Allocations are based on previous year's redemption rates.
2. WIC FMNP FIs shall only be issued to persons determined eligible and certified for the WIC Program.
3. Participants/caretakers or their proxy shall personally pick up WIC FMNP FIs.
4. Issuance must be clearly documented in each participant's medical record at the time of issuance.
5. Each valid participant can only receive one set of the WIC FMNP FIs each year. FMNP FIs are issued only to individuals and not to households.
6. Participant/caretakers must be provided instructions on the proper use of WIC FMNP FIs:
 - WIC FMNP FIs can only be redeemed at authorized farmers/Farmers Markets. A listing of all approved Farmers Markets should be provided.
 - Change cannot be received for WIC FMNP FIs.
 - WIC FMNP FIs can only be redeemed until the last day to use on the WIC FMNP FI.
 - WIC FMNP FIs are not replaced if lost or stolen.
7. Security and accountability for all WIC FMNP FIs shall be ensured. Each WIC FMNP preprinted FI must be inventoried and logged as issued or voided. Each issued FMNP FI is assigned to a specific participant (not household) and must be the serial number of the WIC FMNP FI given to the participant.
8. Every effort will be made to integrate WIC FMNP FIs issuance and nutrition education with WIC Program benefit issuance and nutrition education.

RECEIVING AND POSTING FMNP FOOD INSTRUMENTS

FMNP food instruments (FIs) received in the clinic from the State WIC Office must be received in Portal prior to issuance. As FMNP FIs are issued, the issuance must be posted in Portal.

TO RECEIVE FMNP FIs:

1. On Portal, click FI Range Search.



2. On Food Instrument Ranges, select the clinic from the drop-down if not auto-filled, select Bank Number 1246720 from the dropdown for the FMNP FIs, and click Search.

A screenshot of the 'FOOD INSTRUMENT RANGES' form. The 'Clinic' dropdown is set to '500500 - LOCAL HEALTH TEST SITE'. The 'Bank Number' dropdown is open, showing a list of numbers from 1246569 to 1246887, with '1246720' circled in red. The 'SEARCH' button is visible. Below the dropdowns, there is a 'SEARCH RESULTS' section with buttons for 'ISSUE', 'RECEIVE', 'PAYMENT', and 'REJECT'. At the bottom, there is a pagination bar showing 'Page 1 of 0' and a 'GO' button. The 'PORTAL' and 'LOGOUT' links are at the very bottom.

3. Search Results return at bottom of page. Panel displays Bank Number, Beginning FI #, Ending FI #, and Date issued (by State WIC Office). Date Rec/Rej (Received/

Rejected) is blank, and Total Available, Number Used, Number Voided, and Number Unused have 0; these columns are completed after receipt and posting of FIs. Verify FI numbers on this page match actual food instruments received by the clinic.

FOOD INSTRUMENT RANGES

Clinic: 500500 - LOCAL HEALTH TEST SITE
 Bank Number: 1246720

SEARCH CLEAR

SEARCH RESULTS

ISSUE RECEIVE STOP PAYMENT REJECT Page 1 of 1 Size: 10 GO

	Bank Number	Beginning FI	Ending FI	Date Issued	Date Rec/Rej	Total Available	Number Used	Number Voided	Number Unused
<input type="checkbox"/>	1246720	7151	7650	5/01/2012		0	0	0	0

4. Check the box next to the FIs and click the Receive button.

FOOD INSTRUMENT RANGES

Clinic: 500500 - LOCAL HEALTH TEST SITE
 Bank Number: 1246720

SEARCH CLEAR

SEARCH RESULTS

ISSUE RECEIVE STOP PAYMENT REJECT Page 1 of 1 Size: 10 GO

	Bank Number	Beginning FI	Ending FI	Date Issued	Date Rec/Rej	Total Available	Number Used	Number Voided	Number Unused
<input checked="" type="checkbox"/>	1246720	7151	7650	5/01/2012		0	0	0	0

5. Receive Food Instrument Range page returns. Clinic, Bank Number, Beginning FI #, Ending FI # and Received Date is displayed. Received Date defaults to current date. Change date if needed (enter date or select date using calendar icon next to date field). If food instrument numbers listed match FIs received, click Save.

RECEIVE FOOD INSTRUMENT RANGE

Clinic 500500 - LOCAL HEALTH TEST SITE

Bank Number 1246720

Beginning FI# 7151

Ending FI# 7650

Received Date 05/03/2012 

SAVE CANCEL

6. Message "FI's Received" returns.


RECEIVE FOOD INSTRUMENT RANGE


Clinic 500500 - LOCAL HEALTH TEST SITE

Bank Number 1246720

Beginning FI# 7151

Ending FI# 7650

Received Date 05/03/2012 

 FI's Received.

RETURN

7. Click Return button at bottom of page to return to Food Instrument Ranges or click Portal.
8. FMNP FIs are received and ready to be issued and posted.

ISSUING FMNP FIs

1. WIC FMNP FIs shall only be issued for women and children that are determined eligible and certified for the WIC Program. Infants that will be one (1) year of age by September 30 and are eligible and certified for the WIC Program may be issued WIC FMNP FIs.
2. Proxies are allowed to pick-up WIC FMNP FIs with authorization from the participant or parent/caretaker. The authorization for proxies for WIC food instrument pick-up shall be used for WIC FMNP FI issuance. See FOOD DELIVERY/DATA SECTION, "ISSUANCE TO PROXIES".
3. Documentation must be reviewed to determine if issuance is appropriate and not being duplicated.
4. Issue and post the full set of the WIC FMNP FIs. See the next page for instructions for posting. If the system is not accessible, posting must be done when the system comes back up.
5. Verify that the serial number on the WIC FMNP FI provided to the participant is the same as number issued.
6. Each participant/parent/caretaker/proxy shall sign for receipt on the WIC FMNP FI stub with the printed information.
7. The issuer must initial the WIC FMNP FI stub.
8. The WIC FMNP FI stub shall be placed on the WIC Issuance sheet (WIC-52). See FOOD DELIVERY/DATA SECTION "FORMS AND FOOD INSTRUMENTS"
9. Issuance must be documented in the participant's medical record at the time of issuance and must include the serial number of the WIC FI range issued and the date issued. The system generates a label for placement in the participant's medical record. If the label is not correct, or not generated, the issuance must be hand posted. The entry must have at a minimum, the serial numbers of the WIC FMNP AFIs, the date of issuance and the issuer's initials.

POSTING ISSUED FMNP FIs

1. On Portal, click FI Range Search.



2. On Food Instrument Ranges, select the clinic from the drop-down if not auto-filled, select Bank Number 1246720 from the dropdown for the FMNP FIs, and click Search.

The screenshot shows the 'FOOD INSTRUMENT RANGES' form. The 'Clinic' dropdown is set to '500500 - LOCAL HEALTH TEST SITE'. The 'Bank Number' dropdown is open, showing a list of bank numbers: 1246569, 1246658, 1246682, 1246690, 1246704, 1246712, 1246720 (circled in red), 1246801, 1246844, 1246852, 1246879, and 1246887. Below the dropdowns are buttons for 'SEARCH', 'CLEAR', 'ISSUE', 'RECEIVE', 'PAYMENT', and 'REJECT'. At the bottom, there is a pagination bar showing 'Page 1 of 0', a 'Size: 10' dropdown, and a 'GO' button. At the very bottom, there are 'PORTAL' and 'LOGOUT' links.

- Search results return at bottom of page. (Note that Date Rec/Rej, Total Available and Number Unused are completed after FIs are received). Click the edit icon (paper and pencil).

FOOD INSTRUMENT RANGES

Clinic: 500500 - LOCAL HEALTH TEST SITE
Bank Number: 1246720

SEARCH **CLEAR**

SEARCH RESULTS

ISSUE **RECEIVE** **STOP PAYMENT** **REJECT** **◀** **▶** Page 1 of 1 **Size: 10** **GO**

	Bank Number	Beginning FI	Ending FI	Date Issued	Date Rec/Rej	Total Available	Number Used	Number Voided	Number Unused
	1246720	7151	7650	5/01/2012	5/03/2012	500	0	0	500

- Food Instrument Block Detail page returns. This page lists each individual FI number for that block of FIs. The Food Instrument Range panel displays Clinic, Bank Number, Beginning FI # and Ending FI # to verify that posting is done to the correct account and FI numbers.

FOOD INSTRUMENT BLOCK DETAIL





FOOD INSTRUMENT RANGE

Clinic: 500500 - LOCAL HEALTH TEST SITE Bank Number: 1246720
Beginning FI#: 7151 Ending FI#: 7650

Starting FI: 7181 **SEARCH** **CLEAR** **SEARCH FOR NEXT OPEN FI**

Void Reason: Void Date:

SAVE **CANCEL** **VOID**

	Status / Action	FI Number	Patient #	First/Last Valid Date	Void Reason	Void Date	Last Updated
  	Open	7151		<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	5/03/2012
  	Open	7152		<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	5/03/2012
  	Open	7153		<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	5/03/2012
  	Open	7154		<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	5/03/2012

- Find the FI number for the issued FI. In Status/Action column, click the drop-down and select Issued.

SAVE CANCEL VOID

Status / Action	FI Number	Patient #	First/Last Valid Date	Void Reason	Void Date	Last Updated
Open	7151					5/03/2012
Issued	7152					5/03/2012
Open	7153					5/03/2012

- Enter the Patient # (ID number) for the patient who received the FI and enter the First/Last Valid Date for the FMNP FI (dates may be entered or selected using the calendar icon next to the date fields). FMNP dates are 6/01/2012 to 10/31/2012.

Status / Action	FI Number	Patient #	First/Last Valid Date	Void Reason	Void Date	Last Updated
Open	7151	555394578	06/01/2012 10/31/2012			5/03/2012
Open	7152					5/03/2012

- For the next FI issued, in Status/Action column, click the drop-down and select Issued. The page will refresh and auto-fill the Patient # and First/Last Valid Date with the data from the previous FI.

Status / Action	FI Number	Patient #	First/Last Valid Date	Void Reason	Void Date	Last Updated
Open	7151	555394578	06/01/2012 10/31/2012			5/03/2012
Open	7152	555394578	06/01/2012 10/31/2012			5/03/2012
Open	7153					5/03/2012

8. Select Issued in the drop-down for the remaining FIs issued to the patient (not household). Make sure the ID is correct for the FI number. Click Save (there is a Save button above the FI list and at the bottom of the page).

SAVE CANCEL VOID

Status / Action	FI Number	Patient #	First/Last Valid Date	Void Reason	Void Date	Last Updated
Open Issued	7151	555394578	06/01/2012 10/31/2012			5/03/2012
Open Issued	7152	555394578	06/01/2012 10/31/2012			5/03/2012
Open Issued	7153	555394578	06/01/2012 10/31/2012			5/03/2012
Open Issued	7154	555394578	06/01/2012 10/31/2012			5/03/2012
Open Issued	7155	555394578	06/01/2012 10/31/2012			5/03/2012

9. The page refreshes and a green check appears next to each FI indicating the data was saved. A saved message also appears at the bottom of the page.

SAVE CANCEL VOID

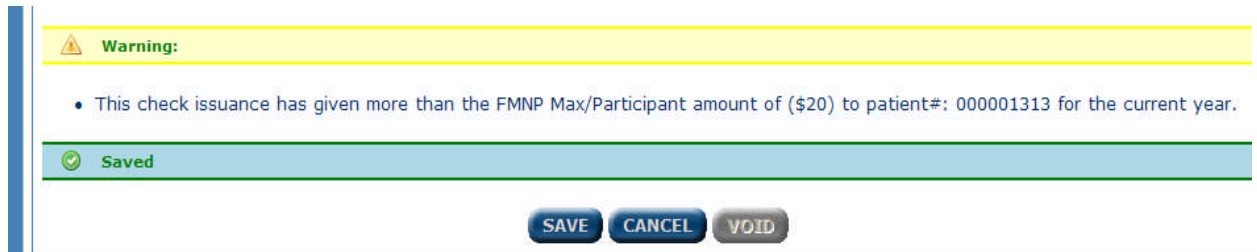
Status / Action	FI Number	Patient #	First/Last Valid Date	Void Reason	Void Date	Last Updated
Issued Issued	7151	555394578	06/01/2012 10/31/2012			5/03/2012
Issued Issued	7152	555394578	06/01/2012 10/31/2012			5/03/2012
Issued Issued	7153	555394578	06/01/2012 10/31/2012			5/03/2012
Issued Issued	7154	555394578	06/01/2012 10/31/2012			5/03/2012
Issued Issued	7155	555394578	06/01/2012 10/31/2012			5/03/2012

Open	7180					5/03/2012
------	------	--	--	--	--	-----------

✓ Saved

10. Click Cancel or Portal to navigate from the page.

Note: If more than \$20 (5 FIs) is posted to a participant, a warning message returns.



The screenshot shows a software interface with a blue vertical bar on the left. The main area contains a yellow warning banner at the top with a warning icon and the text "Warning:". Below this is a bulleted message: "• This check issuance has given more than the FMNP Max/Participant amount of (\$20) to patient#: 000001313 for the current year." Below the warning is a light blue banner with a checkmark icon and the text "Saved". At the bottom right of the interface are three buttons: "SAVE", "CANCEL", and "VOID".

Warning:

- This check issuance has given more than the FMNP Max/Participant amount of (\$20) to patient#: 000001313 for the current year.

Saved

SAVE CANCEL VOID

VOIDING WIC FMNP FIs

In order to ensure accurate participation and to achieve proper reconciliation, invalid food instruments must be stamped void and returned to the State Office. See [FOOD DELIVERY/DATA SECTION, "VOIDING FOOD INSTRUMENTS."](#)

1. WIC FMNP FIs must be voided at the time they are determined to be invalid.
2. Voided WIC FMNP FIs must be submitted weekly to the State Office.
3. Submit the voided WIC FMNP FIs to the State WIC Office. Procedures are found in the Food/Delivery/Data section ["LOCAL AGENCY BATCH CONTROL FORM"](#).

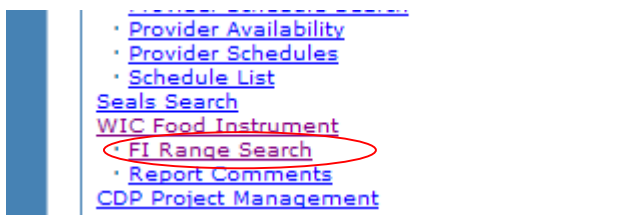
LOST, STOLEN, DAMAGED OR DESTROYED WIC FMNP FIs

If WIC FMNP FIs are lost, stolen, damaged or destroyed after issuance to a participant and prior to redemption:

1. WIC FMNP FIs cannot be replaced for any reason.
2. Document the report of the food instruments in the participant's medical record on the issuance label.
3. Document the voiding of the specific WIC FMNP FI in the system.

VOIDING ISSUED FMNP FIs IN THE SYSTEM

1. On Portal, click FI Range Search



2. On Food Instrument Ranges, select the clinic from the drop-down if not auto-filled, select Bank Number 1246720 from the dropdown for the FMNP FIs, and click Search.

A screenshot of the 'FOOD INSTRUMENT RANGES' form. The 'Clinic' dropdown is set to '500500 - LOCAL HEALTH TEST SITE'. The 'Bank Number' dropdown is open, showing a list of bank numbers. '1246720' is circled in red. Below the dropdowns are buttons for 'SEARCH', 'CLEAR', 'ISSUE', 'RECEIVE', 'PAYMENT', and 'REJECT'. The 'SEARCH RESULTS' section shows 'Page 1 of 0' and a 'Size: 10' dropdown.

3. Search results return at bottom of page. Click the edit icon (paper and pencil).

A screenshot of the 'FOOD INSTRUMENT RANGES' form. The 'Clinic' dropdown is set to '500500 - LOCAL HEALTH TEST SITE' and the 'Bank Number' dropdown is set to '1246720'. Below the dropdowns are buttons for 'SEARCH' and 'CLEAR'. The 'SEARCH RESULTS' section shows 'Page 1 of 1' and a 'Size: 10' dropdown. Below this is a table with the following columns: Bank Number, Beginning FI, Ending FI, Date Issued, Date Rec/Rej, Total Available, Number Used, Number Voided, and Number Unused. The first row of the table is for Bank Number 1246720, with Beginning FI 7151, Ending FI 7650, Date Issued 5/01/2012, Date Rec/Rej 5/03/2012, Total Available 500, Number Used 0, Number Voided 0, and Number Unused 500. The edit icon (paper and pencil) in the first row is circled in red.

Bank Number	Beginning FI	Ending FI	Date Issued	Date Rec/Rej	Total Available	Number Used	Number Voided	Number Unused
1246720	7151	7650	5/01/2012	5/03/2012	500	0	0	500

4. Food Instrument Block Detail page returns.

FOOD INSTRUMENT BLOCK DETAIL

FOOD INSTRUMENT RANGE

Clinic

500500 - LOCAL HEALTH TEST SITE

Bank Number

1246720

Beginning FI#

7151

Ending FI#

7650

Starting FI

7181

SEARCH

CLEAR

SEARCH FOR NEXT OPEN FI

Void Reason

Void Date

SAVE

CANCEL

VOID

Status / Action	FI Number	Patient #	First/Last Valid Date	Void Reason	Void Date	Last Updated
<div>Issued</div> <div>Issued</div>	7151	555394578	<div>06/01/2012</div> <div>10/31/2012</div>			5/04/2012

5. Find the FI number to void. In Status/Action column, click the drop-down and select Void.

Status / Action	FI Number	Patient #	First/Last Valid Date	Void Reason	Void Date	Last Updated
<div>Issued</div> <div>Issued</div>	7151	555394578	<div>06/01/2012</div> <div>10/31/2012</div>			5/04/2012
<div>Issued</div> <div>Replace</div> <div>Void</div>	7152	555394578	<div>06/01/2012</div> <div>10/31/2012</div>			5/04/2012

6. Void Reason and Void Date fields open.

Status / Action	FI Number	Patient #	First/Last Valid Date	Void Reason	Void Date	Last Updated
<div>Issued</div> <div>Void</div>	7151	555394578	<div>06/01/2012</div> <div>10/31/2012</div>			5/04/2012
<div>Issued</div> <div>Issued</div>	7152	555394578	<div>06/01/2012</div> <div>10/31/2012</div>			5/04/2012

7. Select the void reason from the drop-down.

Status / Action	FI Number	Patient #	First/Last Valid Date	Void Reason	Void Date	Last Updated
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Issued <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Void	7151	555394578	06/01/2012 10/31/2012	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <div> Lost Or Stolen Damaged Or Destroyed Other Food Pkg Change </div>		5/04/2012
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Issued <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Issued	7152	555394578	06/01/2012 10/31/2012			5/04/2012

8. Enter the Void Date and click Save.

Status / Action	FI Number	Patient #	First/Last Valid Date	Void Reason	Void Date	Last Updated
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Issued <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Void	7151	555394578	06/01/2012 10/31/2012	Lost Or Stolen	05/04/2012	5/04/2012
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Issued <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Issued	7152	555394578	06/01/2012 10/31/2012			5/04/2012

9. The page refreshes and a green check appears next to the FI indicating the data was saved. A saved message also appears at the bottom of the page.

Status / Action	FI Number	Patient #	First/Last Valid Date	Void Reason	Void Date	Last Updated
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Void <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Void	7151	555394578	06/01/2012 10/31/2012	Lost Or Stolen	05/04/2012	5/04/2012 <input checked="" type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Issued <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Issued	7152	555394578	06/01/2012 10/31/2012			5/04/2012
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Open <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	7180					5/03/2012

☒ Saved

TIPS

- To find a specific food instrument number without scrolling through the list or to navigate to the next page, on Food Instrument Block Detail, enter the FI number in the Starting FI field and click Search or click Search for Next Open FI button.

The screenshot shows a web form titled "FOOD INSTRUMENT BLOCK DETAIL". Below the title is a section labeled "FOOD INSTRUMENT RANGE". This section contains two rows of information: "Clinic 500500 - LOCAL HEALTH TEST SITE" and "Bank Number 1246720" in the top row, and "Beginning FI# 7151" and "Ending FI# 7650" in the bottom row. Below this section is a row with three elements: a label "Starting FI" followed by a text input field containing the number "7181", and two buttons labeled "SEARCH" and "SEARCH FOR NEXT OPEN FI". The "Starting FI" label and the input field are circled in red.

- Make sure the patient ID number is the correct ID for the food instrument before clicking Save.